To,

[Manager]  
[Company Name]  
[Address]

Re. Application for the job of Freelance Writer

Dear Alison,

I am Nicholas Nile from Starbuck Street 11, Brooklyn, New York. I aim to present to you my skills and qualification considering me eligible for the vacant position of Freelance writer in your company.

Talking about my qualification, I did my bachelor in English Language and Diction from The University of Yorkshire where I studied the English Language, its mechanics, grammar, and diction. For the last two years of my degree, I also remained attached to the research department of the university writing research projects and blogs. I was also vice president of the writing club of the university and worked in writing and editing university research articles for one year.

After my bachelor's, I started working in a community college as a content writer. Afterward, I started working for a writing club where I wrote project-related content, newsletters, cover letters, and contents for the websites and for the achieved contracts.

I am glad to inform you that I fit the eligibility criteria and the required qualification, working experience, and skills. While my education, research, and working, I learned and polished my skills in communication, structure, and stylization of contents and technical writing.

I am capable of working under pressure and stricter deadlines. With the sound knowledge of grammar and subject terminological information, I am capable of writing, editing, and proofreading various subject projects.

As this vacancy belongs to the company that works on mental health and education of children and adults, I am delighted to mention that I have worked on the subject of health and education for two years. Furthermore, my six months’ short course in basic computer literacy would help me working online from home.

I have enclosed my required documents with the application

Thank you

Sincerely

(Signature)